

APPLICATION

[Apply Online for an OT License](#)

[Apply Online for an OTA License](#)

Take the JP Exam

You must hold a current Texas license to practice occupational therapy in any way, to represent yourself as an occupational therapist or occupational therapy assistant, or consult as an occupational therapist. You must obtain a license before you begin working.

The Texas Board of Occupational Therapy Examiners (TBOTE) administers the licensing program. TBOTE also investigates complaints and regulates the practice of occupational therapy in Texas.

Online Application Information:

JP Exam and Photo required [Refer to Chapter 364 of the Rules]

If you applied online and have a paid receipt, your application is not complete until you also send the board:

1. PHOTO: a recent, passport-type photo on standard photographic paper, with the printed name, and SSN on the back on the photo in dark ink. **Photographs must be mailed to the Board Office at 333 Guadalupe, Suite 2-510, Austin, Texas, 78701**

. Computer printed photos are not acceptable and will delay the processing of your application.

2. JURISPRUDENCE EXAM: The Board requires a short, open book test Jurisprudence Exam (JP) based on reading and understanding the OT Practice Act and the OT Board Rules. You may take the JP exam at any time during the application process. There is no fee to take the exam, and you may take it more than once if you do not pass it on the first try. Your score will be automatically reported to the Board via email.

3. SSN: The Board requires your Social Security Number (SSN). If you do not have one yet, download our [form](#) which states that you do not currently have a SSN and send us the signed form.

4. PHYSICAL HOME ADDRESS; A post office box for example, may be used for your mailing address, but you must also supply a physical home address and a contact phone number.

Look up your [school code](#) .

Read the [OT Rules](#).

Applicant Change in Information: You are required to notify us within 30 days of name change, plus home or work address changes. You may not be employed yet, but when you are, send that information to the board via mail, email through this website [Forms](#) or fax, 512/305-6970 or 512/305-6951.

Eligibility Exceptions

1. If you are applying for a Texas license from a non-licensing state or military, refer to §364.4 (a) (4) as we will need the **Verification of Employment form**,
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found on the Forms page of the website.

2. If you already had a Texas license and let it expire and now want to practice in Texas again, refer to Chapter 370 and contact the board, 512/305-6900.

Other Information

- There are no refunds for applications fees.
- Applications and NBCOT score reports remain on file for one year.
- If you have never held a license and apply for a first license in Texas, you must have passed the NBCOT certification exam within the two years prior to application.

For an Initial Licensure by Endorsement. An Initial Texas license when you hold a current license in another US State or Territory

□ the Board must receive:

1. Complete application with photo, online or paper format with paid application fees;
2. Passing NBCOT score report sent to us directly from NBCOT;
3. Verification of all current or expired OT state licenses ever held; Some may be expired, but **at least one must be current and active;**
4. Passing score on the jurisprudence exam;
5. SSN, or signed form that you do not presently have a SSN; and
6. Physical home address, plus a mailing address, if different and a contact phone number.

Name Change

The board requires a copy of the documentation for your name change,, e.g. a photocopy of the marriage certificate, divorce or adoption papers.

Address Changes: You must notify the Board of an address and work change within 30 days. Email, write, or fax the Board with every address change. [Click here](#) to go to the online Change of Address form. We must have your physical address, if you are using a PO Box for address.

Starting Work: You must have a current license in your hand to work. Don't promise to work on a certain date until you have that license or renewal in hand.

In a hurry? Use overnight night mail to our street address. You may include a pre-paid overnight air bill or pre-paid overnight envelope to return the license for fast service.

Take the Applicant Jurisprudence Exam

Frequently Ask Questions about Getting a Texas License

□ How long does it take to get a license?

We issue the license in 1-4 days of receiving all the required items. a Usually the score report takes the longest.

Does everything have to arrive together?

No. We start a file with your items, but you are only entered in our database when we receive your application and application fee. All other items are entered into the database as they arrive. The last item received is usually the exam score. Whenever the last required item is received, your license is issued.

What must be received?

Once we have all the required items, we issue the license in 1-4 business days. One other caveat is that if you have disciplinary actions in your past, be their felonies or misdemeanors, you should address those issues with the board beforehand. Waiting until you report it on your application will cause a delay in issuing the license. **Call the board 512/305-6900.**